

ANNUAL CONFERENCE COMMITTEE

PURPOSE: The Annual Conference Committee is responsible for planning, organizing, and publicizing the CMCA Annual Conference, which is held with the Colorado Government Finance Officers Association (CGFOA).

RESPONSIBILITIES: Decisions are jointly made with the CGFOA, although specific tasks may be assigned to the CMCA.

1. Confer with conference hotel on arrangements for specific meeting areas, room rates, complimentary rooms, and meals.
2. Schedule social activities and all-conference events.
3. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.
4. Conference Coordinator: work with host hotel on conference arrangements, produce registration packet, receive registrations, solicits exhibitors/sponsors, prepares conference packets and name badges, organize registration at conference, maintain financial records of conference.

NUMBER OF COMMITTEE MEMBERS: As many as needed. The Annual Conference Committee consists of, at a minimum, the CMCA President, Vice President, and Past President, the Education Committee chair, and the clerk of the host city. Additional clerks may be recruited to assist with onsite activities. Counterparts from CGFOA also serve on the Annual Conference Committee, as does a Conference Coordinator.

REPORTS REQUIRED: Written reports are created for the business meetings held at the Colorado Municipal League Conference and at the CMC Institute. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. Another written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent, in duplicate, to the Secretary prior to the meeting. The Historian will preserve the original of all reports.

SPECIFIC ACTIVITIES:

1. JANUARY: The CMCA Board holds a transition meeting in January. On the morning prior to CMCA's transitional meeting, the Annual Conference Committee meets with the previous year's committee to review the November conference and start planning for the current year.
2. JANUARY - MAY: Education Committee plans educational sessions and works with CGFOA on joint sessions, as appropriate.

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3. MAY: Site visit to conference facility. Assign responsibilities and deadlines.
Review: meeting facilities and accommodations
exhibitor/sponsorship procedures
entertainment/tour options
registration form
registration packet
Draft tentative menu
Establish: time frames for each day's sessions/draft program
budget
Discuss: silent auction
conference packet material
4. JULY: Complete assigned responsibilities (from May meeting). Invite exhibitors/sponsors to participate in conference.
5. AUGUST: Meet to finalize conference plans.
6. SEPTEMBER: Begin conference registration (Conference Administrator).
7. OCTOBER: Prepare final program for printing. Conduct final preparations for exhibitors/sponsors.
8. NOVEMBER: Conference. (Committee attends a pre-conference meeting on Tuesday afternoon to walk through each portion of conference needs with hotel management.

BUDGET:

Refer to current budget for committee allocation amount.

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